

## Module 4

### Chapter 7

## Cancellations and Corrections

### Chapter Overview

#### Introduction

This chapter explains how and when to cancel or correct a previous action using one of the following actions.

- Cancellations
- Corrections
- DoD Correction Process
- Reconstruct History
- Pseudo SF 50

Sometimes you need to follow special procedures when the action to be canceled was taken before the employee came to work in your agency or DoD Component.

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## Chapter Overview, Continued

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**Before you begin**

- You will process a Request for Personnel Action (RPA) with a Nature of Action (NOA) 001, Cancellation, if you need to completely wipe out a personnel action.
- If canceling a previous action results in an employee being returned to an old assignment (one that started and ended before the employee entered your DCPDS database), you must create the old assignment. This gives the employee a previous or “fall-back-to” assignment to return to when the cancellation is processed. You can correct a data element on an employee’s most recent personnel action, by processing the action with DoD Correction Process as provided for in the OPM Guide to Processing Personnel Actions.
- However, there will be instances when an employee’s past history must be both reconstructed and corrected. For example: an employee’s pay was set incorrectly some time ago and the original action needs to be corrected. Subsequent personnel actions involve incorrect pay because of the initial mistake. Therefore, you may have to reconstruct and correct several actions.
- When you do a Correction, all updates in the database will be as of the effective date of the corrected action. In those cases where the database must reflect this data earlier, process a DoD correction as of the employee’s hire/conversion date (as appropriate).
- All updates in the database will be as of the effective date of the action that was corrected. In any case, where the database must reflect this data earlier, process a DoD correction as of the employee’s hire/conversion date (as appropriate).
- As in Legacy, it is possible to correct an action that was not actually processed. You could correct a “change in data element” on an employee’s conversion date, update the database, suppress the SF50, and inhibit payroll interface just to correct a data element that appears on RPAs/NPAs but is not directly updateable.

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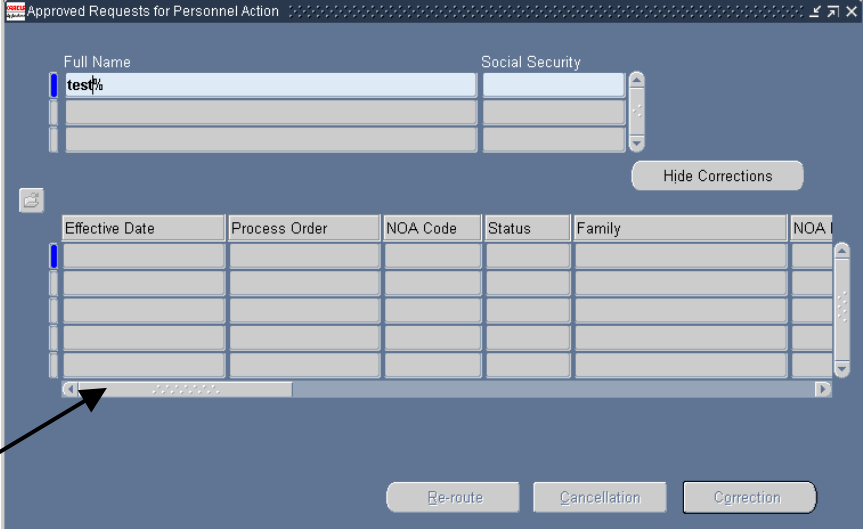

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# Processing Cancellations

## Purpose

This procedure guides you through the steps to process a Cancellation. If you use the **<Correction>** Taskflow Button, you can correct only data fields entered on the current RPA.

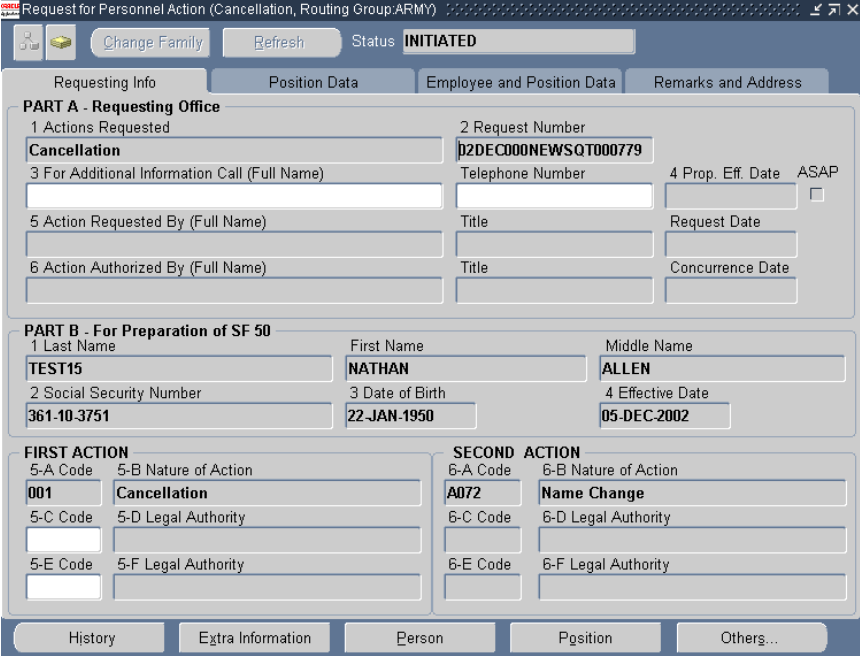
## Canceling an Action

Step	Action
1	<b>Navigation Path</b> → <i>Request for Personnel Action</i> → <i>Cancellation/Correction</i> → <b>&lt;Open&gt;</b> .
2	<p>The <b>Approved Requests for Personnel Action</b> window opens. Place the cursor in the <b>Full Name</b> data field, Query for the employee whose action you are canceling.</p>  <p>Click the bottom scroll bar to view remaining data fields:</p>
3	The employee's name and Social Security data fields populate in the top region. The bottom region populates with actions processed for that employee. Select the action you need to cancel.
4	<p>Click the <b>&lt;Cancellation&gt;</b> button.</p> <p> <b>Note:</b> If the Effective Date is a future date, both Cancellation and Correction Taskflow buttons are grayed out. Click the <b>&lt;Re-route&gt;</b> button to send the action back to your Workflow Inbox and cancel it from the Inbox</p>

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## Chapter Overview, Continued

### Canceling an Action (continued)

Step	Action
5	<p>The RPA opens. <b>FIRST ACTION, Block 5-A Code</b>, Nature of Action, populates. Complete any remaining data fields that are white.</p> 
6	Click <b>Save</b> icon on the Toolbar.
7	The <b>Decision</b> window appears asking if you wish to route the RPA now. Click the <Yes> button. The <b>Routing</b> window opens. Save and route or update the RPA,.
8	Click the<OK> button.

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# Processing Corrections

## Purpose

This procedure guides you through the steps to process a correction on current actions.



**Note:** To make current corrections, use *Cancellation/Correction* on the **Navigator** window. To correct past actions and to open all data fields on the RPA, use the DoD Correction Process. This procedure is covered in this chapter.


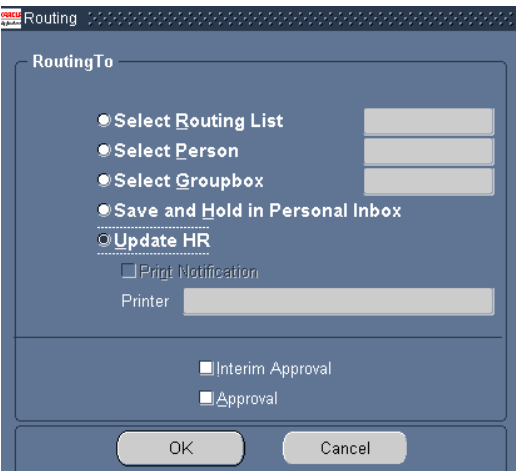
## Processing a DoD Correction

Step	Action
1	<b>Navigation Path</b> → <i>DOD Correction Process</i> → <i>&lt;Open&gt;</i> .
2	Place the cursor in <b>Part B</b> , Block 1, <b>Last Name</b> , click the LOV icon to select the employee's name to which the action applies or type in the information.
3	Place the cursor in <b>Part B</b> , Block 4, <b>Effective Date</b> click the LOV icon to select the effective date of the action to be corrected
4	Place the cursor in Block <b>5-A Code</b> , and select the NOA to be corrected or preceded by a "C."
5	Place the cursor in <b>Part B</b> , Block <b>5-C Code</b> ; select the correct Legal Authority Code(s). This data field must be entered.
6	Click and complete the data fields that need to be corrected.
7	Click the Remarks and Address Tab, and make any necessary data input.
8	Click the <i>Save</i> icon
9	Click the <i>&lt;Extra Information&gt;</i> button to open the <b>PA Request Information Flexfield</b> window

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# Processing Corrections, Continued

## Processing a DoD Correction (continued)

Step	Action
10	<p>Select the <b>Control Payroll and SF50 Output for Pre-Conv Cancellations/Corrections</b>.</p>  <p>The <b>Extra PA Request Information</b> window opens. Enter <i>Yes</i> or <i>No</i> in the <b>Payroll Output Flag</b> data field, to indicate if a payroll interface transaction must be sent to DFAS for the reconstructed action. Enter <i>Yes</i> or <i>No</i> in the <b>SF50 Output Flag</b> data field, to indicate if an NPA is to be produced.</p>
11	Click the <OK> button. Then click the <b>Save</b> icon.
12	Select <b>Yes</b> to the routing action request
13	<p>Select Update HR and click the &lt;OK&gt; button</p> 

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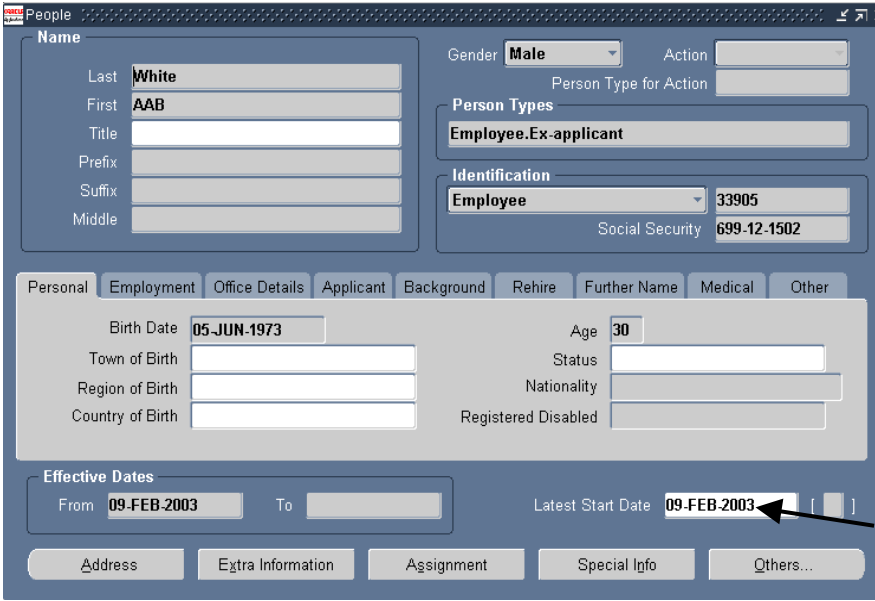
# Processing Corrections to Social Security or DOB

## Purpose

To correct a SSN or DOB for an employee record in the HR database you will need to determine if the record requiring correction is a record converted from Legacy DCPDS or a record created in the current DCPDS database. The process for correcting these two areas will be different depending on how the record entered the HR database.

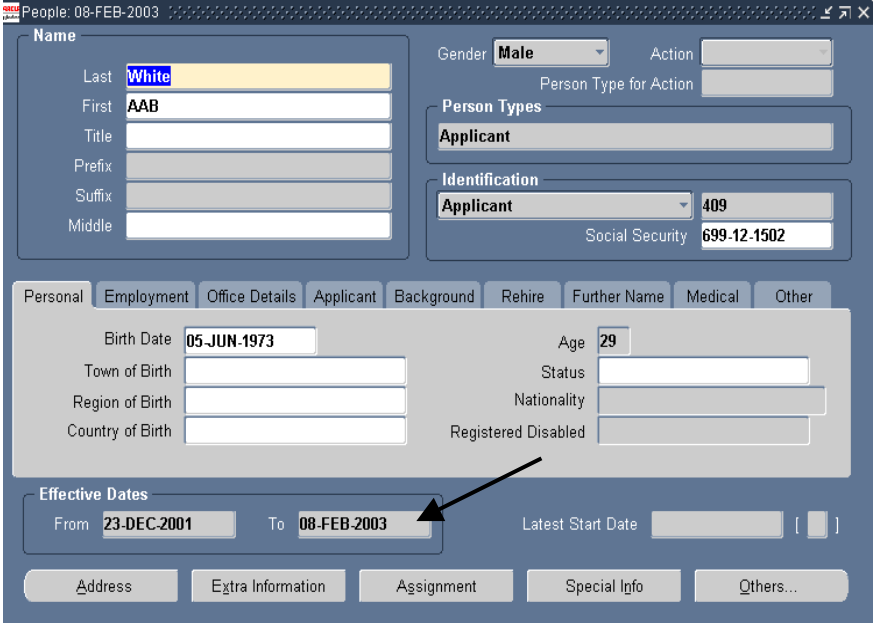


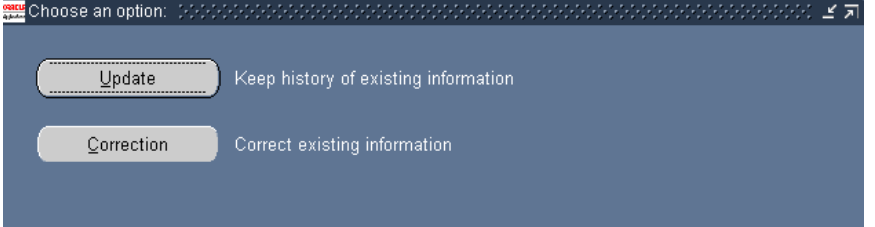
## Correction to Social Security Number or Date of Birth

If the record was established after deployment of the HR database then the following steps can be used to correct the SSN or DOB.

Step	Action
1	<p><b>Navigation Path</b> → <i>People</i> → <i>Enter and Maintain</i> &lt;Open&gt;. Enter the name or current SSN of the employee and click the &lt;Find&gt; button</p> 

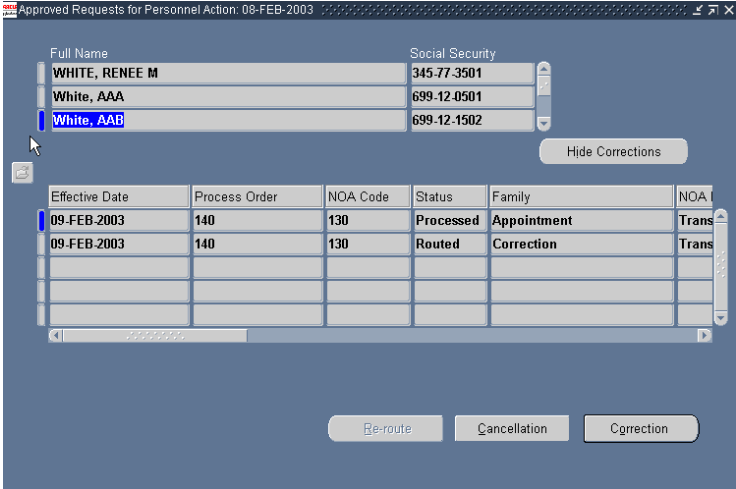
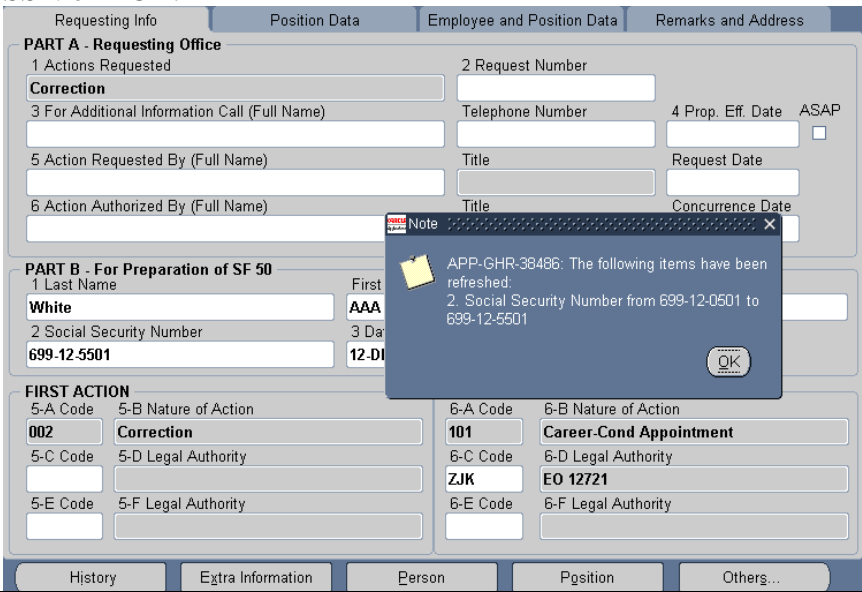
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# Processing Corrections to Social Security or DOB, Continued

Step	Action
2	<p>Date Track to the day before the effective date of the Employee Record, this should change the Type from Employee Ex-Applicant to Applicant.</p> 
3	<p>Click in the SSN or DOB field and change to the correct value.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="574 1104 967 1255"> <p><b>Old SSN#</b></p>  </div> <div data-bbox="1003 1104 1395 1255"> <p><b>New SSN#</b></p>  </div> </div> <p><b>Note:</b> This can only be done against the Applicant record, if you attempt to change this field when the Type is Employee Ex-Applicant you will receive an error that change must be updated using an RPA.</p>
4	<p>The Update or Correction window will display when you Tab out of this field,</p>  <p>Click the <b>&lt;Correction&gt;</b> button. Save your changes and reset your Date Track effective date.</p>

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# Processing Corrections to Social Security or DOB, Continued

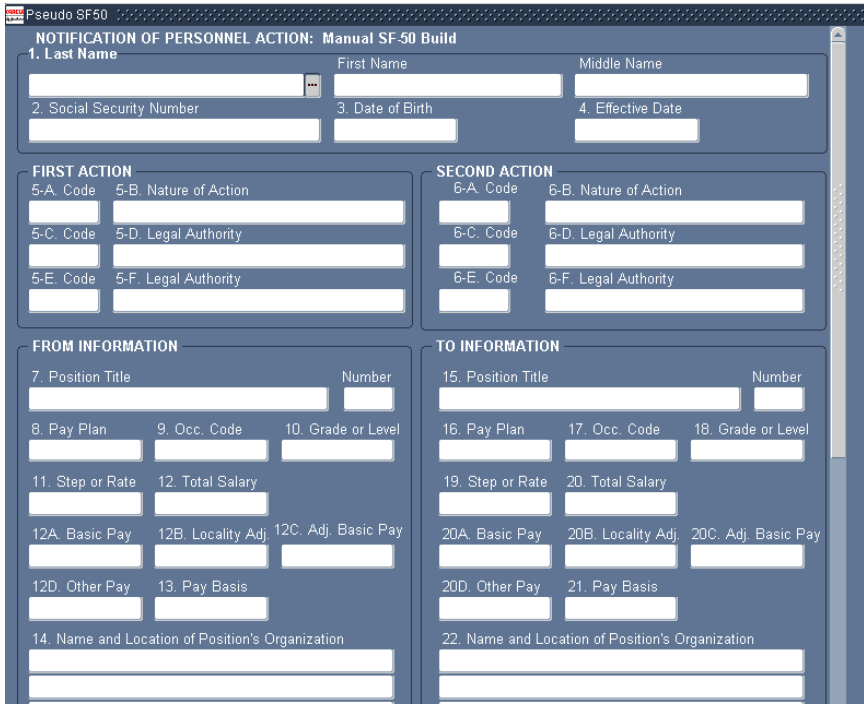
Step	Action
5	<p><b>Navigation Path</b> → <i>Req Personnel Action</i> → <i>Cancellation/Correction</i> &lt;Open&gt;. Query the employee record, click on employee's action to be corrected, then click the &lt;Corrections&gt; button</p> 
6	<p>When the RPA is generated you will receive a message box letting you know that the SSN or DOB has been changed, once you update HR the database will be changed as of the effective date of your actions. This same notification will appear for any RPA you select to for any action created in HR with the wrong SSN or DOB.</p> 
	<p><b>NOTE:</b> If the record that requires correction was not created in the HR database (legacy converted record) you will have to process a DoD correction to an appointment or conversion to appointment as a work around.</p>

# Using the Pseudo SF50

## Purpose

This procedure guides you through the steps for using a Pseudo SF50. The Pseudo SF50 **does not** update the database. It only produces a Notification of Personnel Action (NPA) for cancellation of a prior action that has no impact on an employee's current assignment or employment status.

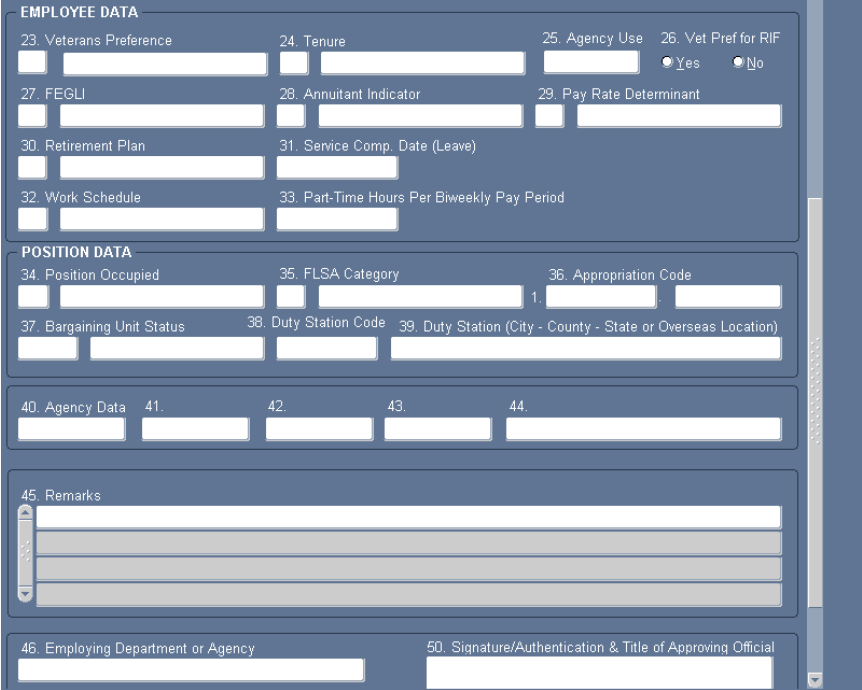
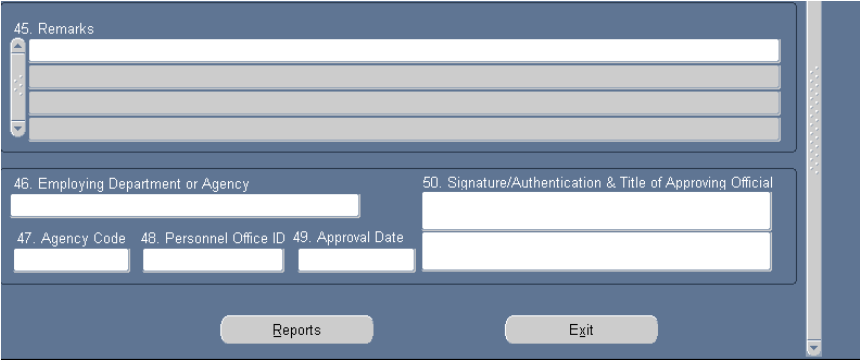
## Using the Pseudo SF50

Step	Action
1	<b>Navigation Path</b> → <i>PSEUDOSF50</i> → <b>&lt;Open&gt;</b> .
2	<p>The <b>Pseudo SF50</b> window opens. Place the cursor in Block 1, type the employee's last name and [TAB] key. The LOV displays and populates the rest of the information; e.g., first name, SSAN, Date of Birth. You cannot use the SSAN to get the LOV. This window has 50 data elements and two taskflow buttons, <b>&lt;Reports&gt;</b> and <b>&lt;Exit&gt;</b>. This NPA is not broken into four pages as the regular RPA.</p>  <p>The screenshot shows the 'Pseudo SF50' window with the title 'NOTIFICATION OF PERSONNEL ACTION: Manual SF-50 Build'. It contains several sections:         <ul style="list-style-type: none"> <li><b>Block 1:</b> Fields for Last Name, First Name, Middle Name, Social Security Number, Date of Birth, and Effective Date.</li> <li><b>FIRST ACTION:</b> Fields for 5-A. Code, 5-B. Nature of Action, 5-C. Code, 5-D. Legal Authority, 5-E. Code, and 5-F. Legal Authority.</li> <li><b>SECOND ACTION:</b> Fields for 6-A. Code, 6-B. Nature of Action, 6-C. Code, 6-D. Legal Authority, 6-E. Code, and 6-F. Legal Authority.</li> <li><b>FROM INFORMATION:</b> Fields for 7. Position Title, Number, 8. Pay Plan, 9. Occ. Code, 10. Grade or Level, 11. Step or Rate, 12. Total Salary, 12A. Basic Pay, 12B. Locality Adj., 12C. Adj. Basic Pay, 12D. Other Pay, 13. Pay Basis, and 14. Name and Location of Position's Organization.</li> <li><b>TO INFORMATION:</b> Fields for 15. Position Title, Number, 16. Pay Plan, 17. Occ. Code, 18. Grade or Level, 19. Step or Rate, 20. Total Salary, 20A. Basic Pay, 20B. Locality Adj., 20C. Adj. Basic Pay, 20D. Other Pay, 21. Pay Basis, and 22. Name and Location of Position's Organization.</li> </ul> </p>

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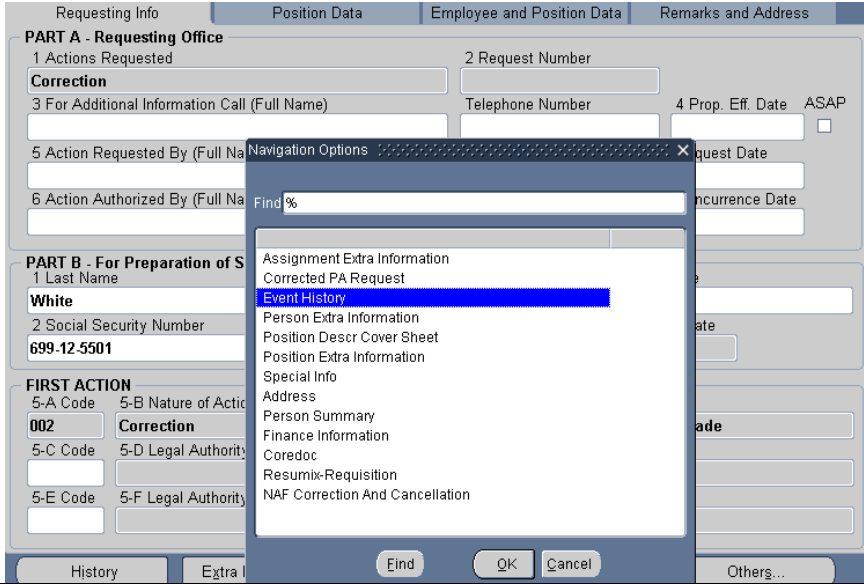
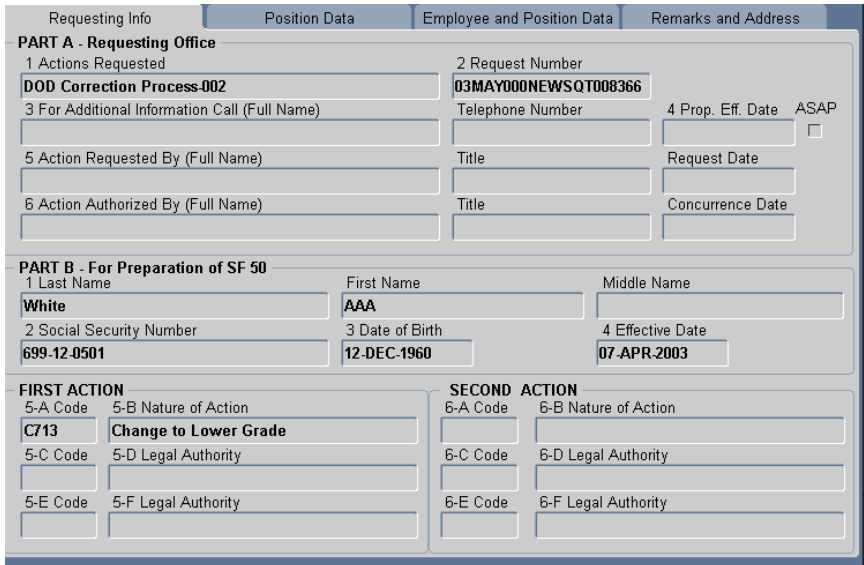
# Processing Corrections to Social Security or DOB, Continued, Continued

## Using the Pseudo SF50 (continued)

Step	Action
3	<p>Type in everything you need on the final SF50, to include codes as well as clear text. Use the scroll bar on the right side to view the entire window.</p>  <p>The screenshot shows the Pseudo SF50 form. It has two main sections: 'EMPLOYEE DATA' and 'POSITION DATA'. The 'EMPLOYEE DATA' section includes fields for Veterans Preference (23), Tenure (24), Agency Use (25), Vet Pref for RIF (26), FEGLI (27), Annuitant Indicator (28), Pay Rate Determinant (29), Retirement Plan (30), Service Comp. Date (Leave) (31), Work Schedule (32), and Part-Time Hours Per Biweekly Pay Period (33). The 'POSITION DATA' section includes fields for Position Occupied (34), FLSA Category (35), Appropriation Code (36), Bargaining Unit Status (37), Duty Station Code (38), and Duty Station (City - County - State or Overseas Location) (39). Below these are fields for Agency Data (40), and a large Remarks section (45). At the bottom are fields for Employing Department or Agency (46) and Signature/Authentication &amp; Title of Approving Official (50).</p>
4	<p>Use the scroll bar on the right side of the window to move to the end of the form. Once all data is entered, click <b>Save</b> on the Toolbar.</p>  <p>This screenshot shows the bottom portion of the Pseudo SF50 form. It includes the Remarks section (45), the Employing Department or Agency field (46), and the Signature/Authentication &amp; Title of Approving Official field (50). Below these are fields for Agency Code (47), Personnel Office ID (48), and Approval Date (49). At the very bottom are two buttons: 'Reports' and 'Exit'.</p>
5	<p>Click the <b>&lt;Reports&gt;</b> button. This transmits the Pseudo SF50 to your default printer.</p>
6	<p>When you are finished, click the <b>&lt;Exit&gt;</b> button on the bottom of the window to return to the <b>Navigator</b> window.</p>

## Miscellaneous

Other helpful hints for processing corrections:

Step	Action
1	<p>To view the original action when processing an Oracle correction after opening the RPA from the Cancellation/Correction Window click &lt;Others&gt; Corrected PA Request.</p>  <p>The screenshot shows the 'PART A - Requesting Office' section with fields for '1 Actions Requested' (Correction), '2 Request Number', '3 For Additional Information Call (Full Name)', 'Telephone Number', '4 Prop. Eff. Date', and 'ASAP'. Below this is 'PART B - For Preparation of SF 50' with fields for '1 Last Name' (White), '2 Social Security Number' (699-12-5501), and 'FIRST ACTION' (5-A Code: 002, 5-B Nature of Action: Correction). A 'Navigation Options' menu is open, showing 'Event History' selected. Other options include 'Assignment Extra Information', 'Corrected PA Request', 'Person Extra Information', 'Position Descr Cover Sheet', 'Position Extra Information', 'Special Info', 'Address', 'Person Summary', 'Finance Information', 'CoreDoc', 'Resumix-Requisition', and 'NAF Correction And Cancellation'.</p>
	<p>An RPA creation notification will appear. Click &lt;OK&gt; and the original action will appear. This view of the RPA is read only but it will allow you to see the information input on the original action.</p>  <p>The screenshot shows the 'PART A - Requesting Office' section with fields for '1 Actions Requested' (DOD Correction Process-002), '2 Request Number' (03MAY000NEWSQT008366), '3 For Additional Information Call (Full Name)', 'Telephone Number', '4 Prop. Eff. Date', and 'ASAP'. Below this is 'PART B - For Preparation of SF 50' with fields for '1 Last Name' (White), 'First Name' (AAA), 'Middle Name', '2 Social Security Number' (699-12-0501), '3 Date of Birth' (12-DEC-1960), and '4 Effective Date' (07-APR-2003). The 'FIRST ACTION' section shows '5-A Code' (C713) and '5-B Nature of Action' (Change to Lower Grade). The 'SECOND ACTION' section shows fields for '6-A Code', '6-B Nature of Action', '6-C Code', '6-D Legal Authority', '6-E Code', and '6-F Legal Authority'.</p>